

Adopt-A-Highway Cleanup Procedures

1. Contact your local NCDOT county maintenance office to get your supplies prior to your cleanup: safety vests, trash bags, gloves and "Litter Pickup in Progress" caution signs.
2. Leave orange bags on the road for NCDOT to remove. If your group has agreed to recycle, take all blue bags containing metal, glass or plastic to any recycling center and keep any money earned.
3. Complete your cleanup report and ask NCDOT to pick up your orange trash bags after your cleanup.

Adopt-A-Highway Cleanup Reporting Instructions

Report your cleanup by:

- Visiting www.ncdot.gov/~beautification and click on Adopt-A-Highway or
- Calling the Adopt-A-Highway Hotline (1-800-628-4394)

Gather the following information to report your cleanup:

- Your two-digit county number and your four-digit contract number.
- The number of people picking up.
- The number of hours each person worked (round up hours if needed).
- The number of bags of miscellaneous, metal, glass, and plastic litter your group collected or recycled.

Adopt-A-Highway Hotline Instructions

1. Dial the AAH Hotline 1-800-628-4394. Press 9 after the Hotline answers to skip the welcome message.
2. When prompted, enter the following information to access your AAH file:
 - Your two-digit county number: _____ (for instance: 00; 05; 10; 45; 99)
 - Your four-digit contract number: _____ (for instance: 0005; 0025; 0356; 1132)
3. Select option 1 on the main menu to report your litter cleanup. Follow the steps when prompted:
 - A. Enter the date on which your cleanup was completed. Enter two-digit numbers for the month, day and year (for instance, April 18, 2009 would be 041809).
 - B. Enter the number of people participating in the cleanup.
 - C. Enter the number of hours each person worked (round number up). Do not multiply the number of people by the number of hours worked. The system will do that for you.
 - D. When asked:
 - "Would you like DOT to pick up your bags?" Press 1 for Yes or 2 for No
 - "Does this contract recycle?" Press 1 for Yes or 2 for No
 - E. When prompted, enter the following information:
 - _____ # of bags of miscellaneous litter collected
 - _____ # of bags of glass recycled
 - _____ # of bags of metal recycled
 - _____ # of bags of plastic recycled
 - F. Please wait to hear confirmation of your pickup report before ending your call.

Optional Information: After completing your litter cleanup report, press 1 to return to the main menu to access information about your participation in the program.

For additional information call your local AAH coordinator or 1-800-331-5864

www.ncdot.gov/~beautification